



HEADQUARTERS, NEW JERSEY NATIONAL GUARD
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
HUMAN RESOURCES OFFICE
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-7600



J-1

16 September 2005

SUBJECT: HR POLICY 02-2005 Recruitment Incentive

1. **AUTHORITY.** 5 USC 5753, CFR 530, subpart C and 531 subpart F
2. **EFFECTIVE DATE:** This policy is effective 13 May 2005 and supersedes any previous retention incentive policies.
3. **PURPOSE.** This local policy supplements and interprets government wide directives on recruitment incentives for Federal technicians (Dual status and Non-Dual status) within the New Jersey National Guard. A recruitment incentive may be paid to a newly-appointed employee if the agency has determined the position is likely to be difficult to fill in the absence of an incentive.
4. **POLICY.** It is the policy of The Adjutant General (TAG) of New Jersey that all technicians are compensated fairly and in accordance with applicable laws and regulations. All actions under this plan will be made without discrimination for non-merit reasons such as race, color, religion, national origin, marital status, membership or non-membership in an employee organization, and age or non-disqualifying physical handicap.
5. **SCOPE.** This policy provides procedures for requesting and approving recruitment incentives for technicians in accordance with section 5753 of title 5 USC and CFR 530 subpart C and the Office of Personnel Management interim guidance. Should any conflicts arise; the law and OPM regulations will have precedence.
6. **RESPONSIBILITIES.**
 - a. The Adjutant General is the highest level of authority in the State concerning the overall application of this policy. TAG is charged by law with employing Federal technicians and with administering Federal employment including the staffing authorities described in this policy. TAG has delegated authorities to the Director of Human Resources.
 - b. The Human Resource Officer (HRO) is responsible to TAG for ensuring that the requirements by law, regulation, policy, and this regulation are properly applied to actions taken under these delegated authorities. In addition, the HRO is responsible for:
 - (1) Review and approve the payment of the Recruitment Incentive.
 - (2) Providing sufficient staff resources to ensure that delegations are administered effectively and to assist managers and supervisors in the workforce analysis required justifying use of the delegations.

- (3) Ensuring that each manager/supervisor has a copy of the delegations available.
- (4) Reporting on program usage to National Guard Bureau (NGB) annually, as required.
- (5) Taking corrective actions necessary to ensure proper application of these delegations.

7. **ELIGIBILITY.**

- a. A recruitment incentive may be paid to an eligible individual who is appointed to a General Schedule or prevailing rate position.
- b. Appointed means first appointment as an employee of the federal government or following a break in service of 90 days.

8. **CRITERIA FOR PAYMENT.** For each determination to pay a recruitment incentive, the Activity Manager in conjunction with the selecting official must document in writing the basis for determining that the position is likely to be difficult to fill in the absence of a recruitment incentive, the amount and timing of the incentive payments, and the length of the service period. The determination to pay a recruitment incentive and the supporting documentation must be forwarded to the HRO for determination and approval prior to the vacancy announcement hitting the street. A recruitment incentive is not part of an employee's rate of pay for any purpose. Each Manager will address or consider the following factors:

- a. High or unique qualifications of the position.
- b. Recruiting candidates with the competencies (i.e., knowledge, skills, abilities, behaviors, and other characteristics) required for the position (or group of positions) in the absence of a recruitment incentive.
- c. The success of recent efforts to recruit candidates with qualifications similar to those possessed by the previous employee.
- e. Impact on the organization of paying or not paying the incentive.
- f. The employee must sign a service agreement to remain in their current position for one (1) year.

9. **APPROVAL OF RECRUITMENT INCENTIVES FOR GROUPS OR CATEGORIES OF EMPLOYEES.**

The New Jersey National Guard may target groups of similar positions that have been difficult to fill in the past or that are likely to be difficult to fill in the future and may make the required determination to offer a recruitment incentive on that basis.

10. **PAYMENT.**

A recruitment incentive shall be calculated up to 25 percent of pay, including special rate or locality pay. The incentive may be paid as an initial lump sum payment at the beginning of the service period, in installments throughout the service period, as a lump sum payment at the completion of the service period, or in combination of these methods. The amount will be determined on a case-by-case basis.

11. **TERMINATION** OF A SERVICE AGREEMENT

a. The HRO may unilaterally terminate a recruitment incentive service agreement based solely on the management needs of the agency, in which case the employee is entitled to recruitment incentive payment attributable to completed service and to retain any incentive payment already received that are attributable to uncompleted service.

b. The HRO will terminate the service agreement if an employee is demoted or separated for cause (i.e., for unacceptable performance or conduct), receives a rating of record lower than "meets standard" or otherwise fails to fulfill the terms of the service agreement. In such cases, the employee may retain any recruitment incentive attributable to completed service, but must repay that portion of the incentive attributable to uncompleted service. The HRO is not obligated to pay the employee outstanding incentive payment attributable to completed service unless such payment was required under terms of the recruitment incentive agreement.

c. The HRO must notify an employee in writing when it terminates a recruitment incentive service agreement.

d. Termination of a service agreement is not grievable or appealable

12. Questions should be directed to CW2 Michele Thomas (609)562-0872.

FOR THE ADJUTANT GENERAL

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